

TOWN OF BUENA VISTA, COLORADO

Job Title: Planning Technician

Department: Planning Department

Reports to: Principal Planner

Work Location: Town Hall

Status: Non-Exempt, Full-Time

Salary Grade: 4

Pay Range: \$18.25 - \$25.17 per hour + benefits

Effective Date: 1/29/16

Revision Date: 2/10/2020

Approved By: Mark N. Doering

GENERAL STATEMENT OF DUTIES

Performs technical and customer service duties in support of land use planning activities of the Planning Department. Full-time position with occasional night meetings.

ESSENTIAL DUTIES

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Buena Vista reserves the right to modify or change the duties or essential and additional functions of the job at any time.

1. Answers phones and assists customers at the front counter with all aspects of land use planning and development, including but not limited to zoning questions, issuing clearances for building permits, completing development applications, and analyzing proposals for compliance with code requirements.
2. Conducts preliminary review of applications, plats, maps, documents, files, and other data related to planning. Prepares written comments for Principal Planner.
3. Conducts site visits for the purpose of measuring setbacks, confirming construction is proceeding according to zoning requirements and approved plans, investigating possible code violations, and miscellaneous troubleshooting.
4. Keeps detailed records and maintains files for all documents related to land use planning, building permits, improvement agreements, development applications, plats, maps, electronic GIS data, etc.
5. Prepares project files, information packets, and review instructions for development applications.
6. Assists the Principal Planner, coworkers, applicants, and members of the public in preparing for public hearings related to permit applications and land use planning.
7. Coordinates Planning and Zoning Commission meeting agendas, posts agendas as appropriate, and compiles Commission packets. Sends out packets to Commissioners.
8. Attends Planning and Zoning Commission meetings and events. Records meetings and takes official minutes.

9. Coordinates public noticing of land use matters, including sending notices to the newspaper, mailing notices to neighboring property owners, and creating public notice signs for applicants and ensuring that these are posted by set deadlines.
10. Organizes and manages planning records, maps, plats, files, GIS data, and other hardcopy and electronic information for the purpose of maintaining land use archives in an orderly manner.
11. Assists Principal Planner with long-range planning projects.
12. Responds to public inquiries with accurate references to applicable land use code.
13. Maintains a positive working relationship with the public.
14. Follows safe work practices.
15. Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Microsoft Office, Adobe Creative Suite (InDesign, Illustrator), Google Sketch Up, internet resources, GIS applications helpful
- Zoning practices and land use planning, including enforcement of related codes and ordinances
- Methods and practices of building, plumbing, electrical, and mechanical trades
- Architectural design guidelines and methods

Skills and Ability to:

- Work in an organized, accurate, and efficient manner with minimal supervision
- Interact with the public in a calm and courteous manner
- Read and interpret engineering drawings, plans, plats, maps, and specifications
- Read GIS data and create maps using GIS data
- Read site plans for compliance with zoning requirements
- Communicate effectively both verbally and in writing
- Use personal computer equipment and software, including word processing, database management, and spreadsheet applications
- Establish and maintain effective working relationships with developers, architects, contractors, property owners, coworkers, the general public, elected and appointed officials
- Provide a “no” answer when needed and provide answers/alternatives that can get to a “yes” answer
- Communicate requirements for the Town at all stages, from initial design to completion of a project
- Be detail-oriented and see the big picture

Supervisory Duties: None

EDUCATION AND EXPERIENCE

Education/Training: High school diploma or GED required. Bachelor’s degree with major course work in planning, urban design, construction management, or related field preferred.

License or Certificates: Must possess and maintain a valid Colorado driver's license.

Work Experience: At least two years of increasingly responsible work in an office environment required. Small, rural community experience preferred.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the functions of the job. Work involves walking, talking, hearing, using hands to handle, feel, or operate objects, tools, or paper, and reaching with hands and arms.

Environment: Most duties of this position are performed in an office environment and involve sitting at a computer for extended periods. Site visits can occur in all types of weather conditions and may involve exposure to a dusty and/or noisy environment.

Physical: Frequent sitting, standing, step climbing, and walking. Must be able to operate motor vehicles. Employee must be capable of lifting and moving 25 pounds. May require climbing, balancing, bending, stooping, kneeling, and/or crouching.

Vision: The employee must have good close, distance, and peripheral vision, as well as depth perception and the ability to adjust focus.

Hearing: The employee must be able to talk and hear in order to communicate information. Employee must be able to use a telephone.